

## **POLICE OFFICER**

(Competitive)

### **GENERAL STATEMENT OF DUTIES**

This is general police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves the responsibility for performing routine police assignments. Work normally consists of checking for illegal or improper parking and issuing citations for violations, routine patrol, preliminary investigations and traffic regulation and investigation duties in a designated area or an assigned shift which may be performed in cruiser cars or on foot. Work may involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgement in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. In addition, employees of the class may be required to assist other personnel of the Police Department in conducting interrogations, searches and related duties as assigned. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussions.

### **EXAMPLES OF WORK**

Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

Patrols a designated area of the city on foot or in a radio cruiser to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic and parking regulations.

Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies.

At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, protects the crime scene, obtains witnesses and makes arrests; testifies as a witness in court.

Interviews persons with complaints and inquires and attempts to make the proper disposition or direct them to proper authorities.

Checks for parking violations and issues traffic tickets; directs traffic at intersection; participates in escorting funerals and house movings.



Conducts accident investigations providing first aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers and witnesses; examines vehicles and roadways observing traffic control devices and obstructions to view; takes necessary street measurements; clears the scene of obstructions and wreckage.

Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees.

When assigned, participates in training activities.

When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; maintains surveillance over persons and places suspected of criminal activity.

Performs other related police duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have graduated from a standard high school or possess a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must be not less than twenty-one (21) years of age.

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| DS  | 04-05-78 |
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|     | 04-12-95 |
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